

MENTAL HEALTH AND WELLNESS TIMELINE

EVENTS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
NEWSLETTER		Create timeline of newsletter topics		Create Nov. newsletter	Distribute newsletter to school	Create Jan. newsletter
TRAININGS	Mentor Training Thurs. July 17 Review Training materials www.hearthighway.org/gms	GMS Annual Training Tues. Aug. 5 Review Training materials www.hearthighway.org/gms			Policy and Fall Annual Trainings Oct. 27 - Nov.12 talk to LHD for your date	
ASSEMBLIES	Look at Kick-off assembly outline	Plan Kick-off assembly	Kick-off Assembly			
REPORTS			Collect available data for mid-year progress report	Collect available data for mid-year progress report	Collect available data for mid-year progress report Mid-year progress reports due Fri. Nov. 21	
CONTINUE TO IMPLEMENT BRONZE CRITERIA		Set GMM goal Plan mile tracking system Plan incentives for walking	Ensure that Bronze 1 and 5 policies are still being implemented Ensure that Health Ed Core is being taught	Ensure that Safe Routes plan is being used	Write descriptions for Bronze 1, 2, 3 and 6 for mid-year progress report	
CONTINUE TO IMPLEMENT SILVER CRITERIA		Decide on PTA health event Determine which 3 criteria will be completed from Criteria Menu	Ensure that the Silver 2 policy is still being implemented Ensure that competitive and non-competitive activities are offered		Write descriptions for Silver 1, 3 and any non-policy criteria from the criteria menu for mid-year progress report	
CONTINUE TO IMPLEMENT GOLD CRITERIA		Determine which non-policy Gold 3 and criteria menu criteria need to be completed	Ensure that Gold 1, 2 and any 3 policies are still being implemented		Write descriptions for non-policy Gold 3 and criteria from criteria menu for mid-year progress report	Invite someone from the school to attend the PE Training
CONTINUE TO IMPLEMENT PLATINUM CRITERIA		Determine the year-long faculty wellness program Determine how you will get family involvement	Ensure that health will be included on School Community Council agendas and that Platinum 2 and 5A or 5B are still being implemented		Write descriptions for Platinum 1, 3 and 4 for mid-year progress report	
MEDICAL RECOMMENDATIONS POLICY			Locate school or district medical recommendations policy	Review policy with staff	Write description for mid-year progress report	
PROMOTE MENTAL WELLNESS		Determine how your school will promote mental wellness	Promote mental wellness	Promote mental wellness	Promote mental wellness Write description for mid-year progress report	Promote mental wellness
PROVIDE MENTAL HEALTH RESOURCES		Determine which mental health resources will be provided to faculty	Distribute resources to faculty and staff		Write description for mid-year report	

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EVENTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY
NEWSLETTER	Distribute newsletter to school	Create March newsletter	Distribute newsletter to School		
TRAININGS	PE Training Thurs. January 15				Mentor Awards Luncheon Thurs. May 14
ASSEMBLIES			Set date and time for Awards Assembly. Inform LHD and media if needed	Plan Awards Assembly	Awards Assembly
REPORTS	Write policy drafts	Policy Drafts Due Fri. Feb. 6 Collect available data for end-year report	Collect available data for end-year report	End-year reports due Fri. April 3	
MEDICAL RECOMMENDATIONS POLICY	If the school or district does not have a medical recommendations policy work with school to write one for the school	Turn in medical recommendations policy with drafts on Feb. 6	Write description for end-year report		
PROMOTE MENTAL WELLNESS	Promote mental wellness	Promote mental wellness	Write description for end-year report Promote mental wellness	Promote mental wellness	Mental Health Month Promote mental wellness
PROVIDE MENTAL HEALTH RESOURCES		Provide more mental health resources or hold seminar	Write description for end-year report		Mental Health Month
MISCELLANEOUS		Schools' Final Levels due Fri. Feb 27 th			Teacher Appreciation Week May 4-8 Stipend Reimbursements due Fri. May 1 Last day to order tobacco incentives Fri. May 1